

## KSC's New Employee Orientation Sponsor Program

--June Perez

Since I took the lead on the Sponsor component, I wanted to share with you how KSC is using sponsors as part of our New Employee Orientation Program. It is pretty basic and our team may want to broaden it some more.

This is our process:

As soon as our Human Resources Specialist sends out the Offer Letter to a prospective new hire, an email copy is sent to the Administrative Officer (AO) in the organization into which the new employee will be hired. This is the signal to start the process of preparing the Center Director's welcome letter to the new employee (form letter) and appointing a sponsor. The letter contains the following message:

"To facilitate your transition into the Federal workplace you will be contacted by a 'sponsor' from your new organization. Your sponsor will personally welcome you, introduce you to your new office, and help you become acclimated to the KSC culture."

The sponsor calls the new employee. After the letter is signed, it becomes part of the Sponsor Kit which includes a Welcome CD (compact disc), containing information about KSC and the community, and any other information the new employee might have requested during personal contact with the sponsor.

The sponsor makes arrangements to meet the new employee on the Entrance on Duty date at the Badging Station and accompanies the new employee to Personnel for in-processing. After in-processing, the sponsor escorts the employee to the home organization and introduces him/her to the Admin office, supervisor, and Director. It is then up to the organization whether the sponsor's duties continue, and whether the sponsor becomes a mentor to the new employee.

Enclosed is a copy of the Sponsor Checklist which the Admin Office forwards to me when completed.

That's it in a nutshell.